

**Pacific Gateway
Workforce Investment Board**

Youth Council



REQUEST FOR PROPOSALS

RFP #08-001

WORKFORCE INVESTMENT ACT (WIA) TITLE I

**In-School & Out-Of-School
Youth Academy Projects**

Administered By:



Equal Opportunity Employer/Program
Auxiliary Aids And Services Available Upon Request To Individuals With Disabilities
TTY: 562.570.4629

TIMELINE:

DATE	ACTION
Week of January 14, 2008	Community Outreach and Advertising
January 23, 2008	RFP Released
February 5, 2008	Bidder's Conferences Career Transition Center 3447 Atlantic Avenue, Long Beach 90807 1:00 – 2:30 p.m. Torrance Career Center (EDD) 1220 Engracia, Torrance 90501 3:30 – 5:00 p.m.
February 6, 2008	
March 17, 2008	Proposals Due
April 24, 2008 *	Funding recommendations to WIB Youth Council
May 15, 2008 *	Funding Recommendations to Pacific Gateway Workforce Investment Board
May 15, 2008 – June 1, 2008 *	Contract negotiations with proposed sub-contractors
June 3, 2008 *	Recommendations to City Council for approval
June 4, 2008 *	Contracts to proposed sub-contractors for final approval and signature
July 1, 2008	Contracts commence (contract period July 1, 2008 – June 30, 2010)

* Tentative Dates

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INTRODUCTION:

Administered by the City of Long Beach, the Pacific Gateway Workforce Investment Network (Network) coordinates and oversees services supporting the workforce needs of the residents and businesses it serves. Communities served by the Network include Long Beach, Signal Hill, Torrance, Lomita, Harbor City, Harbor Gateway, San Pedro, and Wilmington. *(Note that the communities of San Pedro, Harbor City, Harbor Gateway and Wilmington are not addressed by this RFP; the City of Los Angeles selects OneSource Center operators to deliver youth services in those areas.)*

The Network's Workforce Investment Board serves alongside the local chief elected officials of its cities as the policy and oversight entity for Workforce Investment Act (WIA) funds received to service these communities. The Youth Council of the Board provides guidance to WIA-funded youth programs and services. The Youth Opportunity Center (YOC), one of five Career Centers operated within the Network, administers programs and services for youth and young adults.

The YOC ensures youth, ages 14-24, have access to a full range of work-readiness, employment, education, and mentoring services through an array of community agencies and contracted service providers. The YOC and its service providers connect youth with opportunities to get educated, experienced and employed.

PURPOSE:

This solicitation is intended for organizations qualified and interested in providing Workforce Investment Act-funded services to youth, ages 16 – 21, residing in the Network's Region 1 (Long Beach/Signal Hill) or Region 2 (Torrance/Lomita), and who are economically disadvantaged and have one or more Youth Council-identified barriers. Identified barriers may include:

- School dropout;
- Homeless, runaway, or foster child;
- Pregnant or parenting;
- Offender;
- Basic skills deficient (below 9th grade level in reading and/or math); or
- Individual who requires additional assistance to complete an educational program, or to secure and hold employment.

Sub-contractors shall also provide access to services to eligible youth, ages 14 – 15, as needed, by referring to partner agencies and non-WIA funded services. Proposals selected for funding will provide services to one of the following target populations:

- **Out-of-School Youth**, meaning young person who is a high school dropout and has not earned a GED; a high school graduate/GED attending post-high school education but is basic skills deficient; or a high school graduate/GED not attending post-high school education and possessing difficulty with employment (such as basic skills deficiency, unemployed or under-employed)
- **In-School Youth**, meaning a student, high school or lower; a high school graduate/GED attending post high school education and not basic skills deficient; or a high school graduate/GED not attending post high school education, and not

possessing employment difficulty (e.g., employed, not basic skills deficient, not underemployed)

While many of the barriers of In-School and Out-of-School youth are similar, they have distinctly different needs. Accordingly, In-School and Out-of-School projects will be approved and contracted separately. **This RFP requires separate proposal applications to address these two populations.**

SERVICE LEVELS:

This RFP is in anticipation of approximately \$1.4M available over the two Program Years of 2008-2009 and 2009-2010. An estimated 3 – 8 contracts will be awarded for services and programs that span the 24-month period, in order to ensure successful outcomes and achievements of youth served. The Youth Council has placed priority on services to Out-of-School Youth; accordingly, two-thirds of the funding is expected to be awarded for those services.

The anticipated amount is subject to change, based on State and Federal allocations, and any program design and policy changes effected on the Workforce Investment Board.

Proposers shall serve approximately 375 new Program Year 2008-2009 and 2009-2010 enrollments (totals to be negotiated once selected); active youth participants from the current 2007-2008 Program Year (numbers to be determined); and exited youth still in the 12-month follow-up phase (numbers to be determined).

PROGRAM DESIGN:

There are a number of critical and required elements to consider in this RFP. Some overarching principles and approaches to successful strategies under the WIA and this RFP include:

- Collaborative partnerships with organizations from education, business, labor, social services and community-based organizations
- Strategies that link community colleges, adult schools, regional occupational programs, and other short- and long-term vocational training programs (including apprenticeships) with business and industry partners to prepare and place youth in high-growth/high-demand occupation(s).
- Exposing of youth to high-growth/high-demand industries and fostering awareness of career pathway opportunities
- Academic achievement and improvement for youth, including those who are basic skills deficient or in need of returning to school
- Sufficient supportive services and resources for youth to achieve successful outcomes

Regardless of program approach, all organizations responding to this RFP must incorporate the following:

1. Outreach and Recruitment

Outreach and recruitment includes, but is not limited to communicating with youth, parents, schools, community- and faith-based organizations, and other youth-serving agencies regarding program opportunities. Sub-contractor must identify youth for eligibility determination and WIA-program suitability, and collect required documentation for eligibility determination. A strategy must be in place to identify or receive referrals consistent with the proposed population to be served. It is the responsibility of the sub-contractor to ensure that enrollment goals are met.

2. Orientation

Sub-contractor must provide a program orientation to prospective youth participants. The orientation must include information on the full-array of services available through the WIA-funded program, including services provided by collaborating partners.

3. Eligibility/Initial Certification

Sub-contractor is responsible for initial determination of WIA eligibility for all participants recruited to its program. All necessary eligibility documents and MIS forms must be compiled and provided to the Youth Opportunity Center for final eligibility determination for youth participants. Parent/guardian approval is required for youth under the age of 18 requesting to participate in the sub-contractor's program.

4. Basic Skills Assessment

Sub-contractor is responsible for conducting an initial basic skills assessment, the Test of Adult Basic Education (TABE), for all participants during the eligibility/initial certification appointment. If a youth is determined to be basic skills deficient (scoring below 9th grade level in either reading or applied math on the TABE), the area of deficiency must be addressed through activities designed to increase comprehension. All deficient youth must receive remediation and a basic skills goal must be set using the MIS Goals form. A post-test to determine a functioning

level/grade level increase must be administered to all basic skills deficient youth. TABE pre- and post-test scores will be recorded on the MIS Test Scores form. Basic skills remediation activities may include school re-entry for out-of-school youth. All Out-of-School sub-contractors must be able to assist both dropouts and graduates, in returning to school, if so requested. Non-basic skills deficient youth may also participate in remediation activities.

5. MIS Enrollment and Goal Forms

MIS Enrollment and Goals forms must be submitted by sub-contractor within 10 days of providing services to youth. Once activities are completed and goals have been met, the updated Enrollment and Goals form must be submitted to the Youth Opportunity Center for review and submission to the Program Support Unit. Sub-contractor must ensure the timeliness of submissions, as it impacts the validity of data reported by the Network to its Board, administrative agency (City of Long Beach), and the State's Employment Development Department.

6. Case Management

Case management services include, but are not limited to: developing an Individual Service Strategy (ISS) in partnership with youth, which documents all services and progress towards achievement of program goals and objectives; individual counseling; file maintenance; and completion of all required customer tracking forms, including case notes. Sub-contractor staff will be required to utilize the Network's Internet-based case management system to record and document services provided to participating youth. Case management staff, as well as other appropriate sub-contractor staff, are responsible for attending and actively participating in mandatory monthly sub-contractor meetings and training sessions, prior to and during the contract period.

7. Work-Readiness Skills Training

All enrolled youth must receive work-readiness skills training that addresses, at minimum, the following:

- Job search techniques
- Application completion and resume development
- Interviewing skills and attire
- Appropriate workplace behavior, ethics and leadership
- Communication skills, working in teams and conflict resolution
- Financial literacy and responsibility

Sub-contractor is required to pre- and post-test youth for knowledge of work readiness skills. Sub-contractor is to utilize the Work-Readiness Skills Assessment created by the Youth Opportunity Center (YOC), unless otherwise approved by YOC staff. Regardless of deficiency, all youth enrolled in the sub-contractor's program will participate in work-readiness skills training, so as to ensure a minimum standard level of competence in work-readiness amongst the program's participating youth. Work-readiness goals must be set using the MIS Goals form. Work-readiness skills training modules should incorporate information (i.e., scenarios, case studies, data, etc.) that further exposes youth to the high-growth/high-demand occupation(s)/industry(ies) on which the sub-contractor is focusing its program.

8. Occupational Skills Training/Industry-Recognized Certificate

All enrolled youth must receive occupational skills training that focuses on a high-growth/high-demand occupation(s)/industry(ies), and provides youth with the skills necessary to perform work-related functions within that occupation(s)/industry(ies). Occupational skills training may include/incorporate apprenticeship(s), vocational (classroom) training or other activity(ies) that provides career-specific, professional, technical or advanced job skill training.

Sub-contractor is required to pre- and post-test youth for interest, suitability and attainment of skills tied to the occupational skills training provided. Sub-contractor shall determine an appropriate pre- and post-assessment tool to utilize, approved by Youth Opportunity Center staff. MIS Goals form will be used to set occupational skill goals for each youth.

All youth participating in the sub-contractor's program are expected to earn an industry-recognized certificate. The certificate may be earned through their participation and completion of the program's occupational skills training component or through other training provided by the sub-contractor or partnering agency(ies). The certificate shall be awarded in recognition of the youth's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation.

Organizations are encouraged to consider incorporating any one or combination of the following career exploration activities in their proposed program design. Such activities would further expose participating youth to high-growth/high-demand occupation(s)/industry(ies), allow youth to utilize skills gained through the organization's occupational skills training, and further engage and motivate youth in participating in the organization's program and in achieving planned outcomes.

- Work experience/internship (paid or unpaid) and on-the-job training
- Summer employment and year-round job placement
- Job shadowing and mentoring
- Informational interviews with industry leaders, guest speakers series, demonstrations and field trips
- Entrepreneurial/Business start-up
- Volunteer opportunities
- Other planned and structured learning experience that occurs in the workplace

9. Exiting and Reporting Performance Outcomes

Prior to the end of the program, youth must be post-tested in the areas of Basic, Work-Readiness and Occupational Skills, demonstrating a measurable level of skill attainment. These post-tests serve as a method to provide evidence of outcomes. All outcomes must be recorded in the Individual Service Strategy, as well as reported to MIS.

Once youth have attained their planned program goals and their outcomes have been reported, the sub-contractor may request that the youth is exited from the program. The sub-contractor must complete a Performance Management checklist and submit it to the Youth Opportunity Center (YOC). YOC staff is responsible for reviewing Performance Checklists to ensure that youth will attain performance

measures. If the exit is approved, YOC staff will complete the MIS Exit form and submit it to the Program Support Unit.

10. Supportive and Referral Services

Supportive services are services that remove personal barriers and enhances a youth's ability to effectively participate in programs, and achieve goals – and includes (not limited to) assistance with transportation, clothing and/or equipment, fees for physical exams and background screening, referrals to medical and mental health services, and linkages & referrals to community social services. Organizations proposing to directly provide supportive services to youth participants must ensure that all costs for such services are included as part of their proposed budget. Information on the Network's supportive service policy may be found at www.pacificgatewayworkforce.com.

11. Follow-up Services

All youth must receive follow-up services for a minimum of 12 months after Exit, as appropriate, to ensure retention of skill attainment, to provide for continued youth engagement, and to help sustain positive progress and outcomes toward long-term success. Sub-contractor must make direct contact with youth on a monthly basis. Follow-up services may include placement in school or employment, supportive services, leadership development services, assistance with work-related problems, employment (and job upgrading) assistance, career planning, mentoring, etc.

12. Additional WIA Program Elements

The WIA requires that youth participating in WIA-funded programs have access to 10 required program elements. Three of these elements (i.e., Occupational Skills Training, Supportive Services, and Follow-up Services) have been addressed above; those Elements remaining:

a. **Academic Assistance**

Academic assistance includes opportunities and services that increase youth's academic skill levels and improve a youth's chances of completing his/her education.

b. **Alternative Education**

Opportunities and assistance to re-enroll and attend an educational program outside of traditional secondary education including adult schools, charter schools, high school diploma or GED programs, community colleges, vocational schools and/or occupational programs.

c. **Leadership Development**

Opportunities for youth to learn, direct, and apply positive leadership and positive social behaviors. This includes community service, citizenship training, decision-making training, service learning, cultural diversity training, and peer-centered activities encouraging responsibility.

d. **Mentoring**

Opportunities for youth to interact meaningfully, and one-on-one, with a caring adult(s) over a minimum 12-month period to improve academic performance, provide job shadowing, goal setting, career exploration, work readiness, and social skills improvement – and may occur both during and after Youth Academy Project participation.

e. **Guidance and Counseling**

Services that offer advice, guidance, and resources to aid youth in overcoming barriers and in solving personal problems – and includes (not limited to) drug and alcohol abuse counseling, referrals to other personal counseling, career guidance, financial counseling, goal setting, and referrals to other services appropriate to the needs of the individual youth.

f. **Work Experience and Summer Employment Opportunities**

Work experience activities are opportunities for youth to learn work-related skills and to acquire effective workplace behaviors, including both paid and unpaid work experience activities, internships, job shadowing, and other planned and structured learning experience that occurs in the workplace.

Summer employment opportunities are opportunities to work/learn on-the-job in positions at local businesses' work sites during summer months, which are directly linked to academic and occupational learning.

Note that the Sub-contractor is responsible for ensuring that youth in need have access to these services – whether provided directly by the sub-contractor or through a partnering agency(ies). It is not expected that every one of the above required components or Elements is delivered exclusively by the contractor. Sub-contractors should create collaborative partnerships and strategies that ensure all enrolled youth receive services that address their individual circumstances.

Proposal submissions will include letters of agreement or support from partner agencies as evidence of collaborative arrangements for services. Organizations that collaborate for the purposes of this RFP must clearly identify lead organization for purposes of contract negotiations and funding, and provide letters of agreement/support from partner agencies as part of the RFP submission, outlining the collaboration and the activities to be performed by each agency.

Note that Network policies allow for youth sub-contractors to budget and utilize various incentives as part of an overall program strategy. They include:

- **Performance Incentives** may be used to maximize positive program outcomes, and are available to youth meeting specific goals listed in the Network's Performance Incentive Policy Matrix. Youth participants may be able to earn up to \$300 (\$75 per outcome, no more than 4 instances) in performance incentives for achieving established performance goals, as budgeted by subcontractor and supported with appropriate documentation, and recorded in the participant's ISS.
- **Program Incentives** may be used to encourage active program participation and continued progress as youth successfully complete one or more components of a program. Incentives may address areas of completion of work experience/internship, tutoring activities, good/improved attendance and behavior, and others. Incentives can include gift certificates, T-shirts, field trips, or other items the program determines to be motivating to youth. Service providers wishing to provide program incentives as part of their program design must provide a description of such services as part the service provider's required program

narrative, include applicable WIA costs in the budget, and accept responsibility for processing and disseminating incentives to participating youth.

(Refer to www.pacificgatewayworkforce.com to access the Network's Policies.)

PROGRAM PERFORMANCE:

The Network is held accountable by the State of California to key performance measures for youth served through the Workforce Investment Act. Once the State, in negotiation with the Pacific Gateway Workforce Investment Board, determines and sets performance goals, service providers must meet or exceed the set goals. At the time of issuance of this RFP, the State had received notice of waiver approval by the U.S. Department of Labor for implementation of "Common Measures." Specific details on implementation of these new measures, as they relate to initial "Core Measures" under WIA are unknown. The Network anticipates releasing an addendum to performance measures described under this Section within a week, and prior to the Bidder's Conferences.

In order to ensure that the Network's youth performance measures are met, sub-contractors must demonstrate effective controls and strategies in executing proposed programs, and in engaging youth throughout their participation in the program. Performance measurement will likely follow these areas:

1. Post Assessment(s)

Objective: Youth should be post tested as follows:

- a. Basic Skills Deficient - every thirty (30) days
- b. Occupational Skills- at the completion of each training module(s)
- c. Work Readiness- at the completion of each training module(s)

Program Elements: Basic skills remediation, academic assistance, internship, occupational skills or work readiness training

Required Documentation: Basic Skills Pre and Post assessments, Occupational and Work Readiness Pre and Post assessments, MIS Goals form (when applicable), MIS Youth Test Scores form (when applicable)

Excludes: N/A – all youth included

2. Skill Attainment – Basic Skills

Objective: Youth should attain at least one basic skills goal, which represents an increase in an educational functioning level, within one year of the date set or prior to exit (whichever comes 1st)

Program Elements: Basic skills remediation, academic assistance

Required Documentation: Basic Skills Pre and Post assessments, MIS Goals form (when applicable), MIS Youth Test Scores form (when applicable)

Excludes: Youth that are not basic skills deficient

3. Skill Attainment – Work Readiness Skills

Objective: Youth should attain at least one work readiness skill goal within one year of the date set or prior to exit (whichever comes 1st)

Program Elements: Internship, work readiness training

Required Documentation: Work Readiness Pre and Post assessments and evaluations, MIS Goals form (when applicable)

Excludes: N/A - all youth included

4. **Skill Attainment – Occupational Skills**

Objective: Youth should attain at least one occupational skill goal within one year of the date set or prior to exit (whichever comes 1st)

Program Elements: occupational skills training

Required Documentation: Occupational Skills Pre and Post assessments and evaluations, MIS Goals form (when applicable)

Excludes: N/A - all youth included

5. **Certificate Attainment**

Objective: Youth should obtain a high school diploma; General Educational Diploma (GED); or a certificate awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation

Program Elements: Academic assistance, alternative education, assistance, internship, occupational skills or work readiness training, job search assistance, follow-up services

Required Documentation: High school diploma, GED certificate, school records, technical / occupational training certificate, MIS Exit form, MIS Follow-up form

Excludes: N/A - all youth included

6. **Placed in Employment, Post-Secondary Education or Training**

Objective: At exit and in the first (1st) quarter after exit, youth should be in employment, post-secondary education, advanced/occupational skills training, or the military

Program Elements: Work readiness or occupational skills training, Academic and training assistance, work experience, internship, follow-up services, job search assistance

Required Documentation: Employment information / supplemental data, school / training records, military records, MIS Exit form, MIS Follow-up form

Excludes: Youth ages 14 -18 who return to high school or alternative school at exit

7. **Earnings Increase**

Objective: The sum of the youth's 2nd and 3rd quarter earnings after exit should be \$3,300 higher than the sum of the youth's preprogram 2nd and 3rd quarter earnings

Program Elements: Follow-up services, job search assistance, supportive services

Required Documentation: Employment information / supplemental data, military records, MIS Exit form, MIS Follow-up form

Excludes: Youth ages 14 –18

8. **Retention - Activity**

Objective: Youth should be in post-secondary education, advanced training, employment, military service or a qualified apprenticeship in the third (3rd) quarter after exit

Program Elements: Follow-up services, academic, job search and training assistance, supportive services

Required Documentation: School records, employment information / supplemental data, military records, MIS Follow-up form

Excludes: Youth ages 14 -18 who return to high school or alternative school at exit

9. **Retention - Employment**

Objective: Youth who are employed in the first (1st) quarter after exit should be employed in the third (3rd) quarter after exit

Program Elements: Follow-up services, job search assistance, supportive services

Required Documentation: Employment information / supplemental data, school records, military records, MIS Follow-up form

GENERAL INFORMATION:

1. The information submitted in response to this solicitation is not legally binding; however, any financial agreements, which are based on the proposals and subsequent negotiations, become legally binding after both parties have signed them. All resulting agreements – financial and non-financial – will provide mutual termination clauses between the two agencies.
2. In-School and Out-of-School Youth Academy Projects must be proposed separately. Proposals submitted with combined programs will not be considered for funding.
3. The City of Long Beach, administering entity for the Workforce Investment Network, has the right to reject any proposals that do not conform to program goals and objectives, and may request redesign after submission. Incomplete submissions may be disqualified from the process. The submission must contain accurate and complete information as requested by the RFP. The City reserves the right to disqualify any submission that contains inaccurate information.
4. All submissions become the property of the City and Workforce Investment Board. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply.
5. If no more than one submission is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition, and either re-compete the procurement, or enter into a sole source agreement with the sole respondent.
6. The term of the contract will be for 24 months. The contract will begin on or about July 1, 2008, with an option to extend the term up to 4 years if allowable, and depending on funding and performance. A contract extension may be approved based on the following factors: availability of funds; successful performance per contract terms; and the expressed needs of the customer and the Network's WIB/Youth Council.
7. Should new legislation related to the Workforce Investment Network's funding of program delivery pass during the RFP funding cycle, the City reserves the right to publish a new procurement in order to adhere to modifications and related compliance and regulatory issues.
8. Program funding will depend upon the size and complexity of the proposed program. Overall availability of funds is projected to be \$1.4M for two-year funding of the 2008-2010 WIA Program. It is anticipated that between 3 and 8 contracts will be executed, and that two-thirds of available funding will be allocated to sub-contractors proposing to serve out-of-school youth. The Network is expecting to serve approximately 375 youth for the 2008-2010 program years. A deobligation clause that pertains to performance and budget expectations will be incorporated in executed contracts. Projected funding is subject to change without further notice to organizations.

9. Any resulting contracts will be cost reimbursement, with monthly billing required. Sub-contractors will be required to provide a fee schedule of costs. The total amount of administrative costs will not be allowed to exceed **10%** of the total amount of funding requested (final limits will be determined during contract negotiation with successful bidders).
10. Responses will be reviewed by the Workforce Investment Network as initially submitted. No changes, additions, or resubmissions will be accepted after the initial deadline for submission.
11. The RFP will be reviewed at the two scheduled Bidder's Conferences. Organizations planning to submit a proposal are encouraged to attend.
12. Questions regarding the requirements or program elements of this RFP will be accepted in written format only. All questions should be either mailed/hand delivered to: RFP #08-001 Review Team, Pacific Gateway Workforce Investment Network, 3447 Atlantic Avenue, Long Beach, CA 90807; emailed to sally_ghan@longbeach.gov; or faxed to (562) 570-3657. The deadline to submit questions is 4:00 p.m. on Wednesday, March 12, 2008. Questions and responses to questions will be posted on the Network's website, www.pacificgatewayworkforce.com.
13. Any costs proposed within the submission must be valid from the date of the proposal through June 30, 2010, at minimum, and must include any/all costs expected to be paid by the Workforce Investment Network; costs per participant are to remain in effect throughout the duration of the program proposed.
14. Proposals must be typewritten in Arial size 12 font on 8 ½" x 11" white paper (one-sided pages), bound by one staple on the top, left-hand corner. Proposals may include attachments. Proposals may not be submitted in binders or covers.
15. Five (5) copies of each proposal, of which one (1) must bear original signatures, should be submitted to: RFP #08-001 Review Team, Pacific Gateway Workforce Investment Network, 3447 Atlantic Avenue, Long Beach, CA 90807. **The deadline to receive proposals is 4:00 p.m., Monday, March 17, 2008.** Proposals will be accepted by hand-delivery, US Postal Service mail, or mail courier services.
16. No late submissions, whether mailed or hand-delivered, will be accepted.
17. Respondents may be asked to provide additional information as needed.
18. The submissions selected become part of the financial and/or non-financial agreements between the City and organization, and as such become public record. If the submission contains any confidential information, such information must be removed from the body of the response and placed in an Appendix. Agreements will reference the Appendix, but will not be available for public viewing. The entire submission cannot be held confidential; designations must be very specific.

19. The City will retain all material. It reserves the right to reject any or all submissions and to partner and/or enter into agreements in its best interest. The City reserves the right to solicit further submissions based on level of response or changes in available funding or program design.
20. This announcement and its attachments are an RFP and are invitations for prospective individuals/firms/community organizations to respond. Although this solicitation is in RFP format and will follow RFP conventions, the City expressly intends that the procurement of youth service providers is a professional service and is not bound solely by the lowest price, where costs apply.
21. Contract awards will be based upon several factors, including but not limited to cost, compatibility of proposed services to Youth Academy Project mission and Network's needs, and qualifications to provide such services.
22. Organizations proposing must be Affirmative Action/Equal Employment Opportunity Employers. Sub-contractor will be required to meet EEO requirements as applicable.
23. Section 188 of the Workforce Investment Act, 20 CFR Sections 667.600 and 667.640 et seq., of the final regulations, and Network policy set forth the guidelines for grievance procedures in connection with WIA programs operated by the City. These sections govern appeals of RFP funding recommendations. In accordance with such regulations, the only circumstances under which an appeal of the City funding recommendations will be considered are if the bidders allege that the City has violated:
 - a. A provision(s) of the Workforce Investment Act (Public Law 105-220) or its regulations; and /or
 - b. A provision(s) of the RFP's stated process

There can be no appeal of the funding decision, unless based on either of the above circumstances. Appeals must be in writing and cite the section of the law and/or the RFP that has been violated. Appeals must be filed within three (3) business days following issuance of the WIB Youth Council's funding recommendations to the Workforce Investment Board. Copies of the above-referenced laws, regulations, and City policy may be obtained upon request. A hearing date will be set within five business (5) days of an appeal.

24. With respect to resulting agreements that are financial in nature, in order to contract for funds with the City, an organization must:
 - a. Not currently be listed on any federal, State of California, or local Debarment List;
 - b. Be legally capable of entering into a contract and be in good standing with the Internal Revenue Service;
 - c. Provide documentation of current fiscal and compliance audits, as required by law;
 - d. Provide copy of Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State;
 - e. Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements;

- f. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA);
 - g. Ensure that reports and/or documents contain correct information;
 - h. Adhere to and sign forms regarding Lobbying, providing a Drug Free environment, and a Debarment assurance form.
 - i. Ensure that:
 - Youth are not placed in a position that will displace a current employee;
 - WIA funds are not used to assist, promote, or deter union organizing;
 - WIA funds are not used to employ or train persons in sectarian activities;
 - WIA funds are not used in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship
 - j. File required insurance documentation with the City's Risk Manager. The City must review all documentation requirements that subcontractors must carry:
 - Comprehensive General Liability in the amount no less than \$1,000,000; Combined Single Limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage
 - Workers' Compensation as required by State law
 - Blanket Honesty Bond for at least 25% of the amount of the grant
 - Automobile Liability in an amount not less than \$500,000 Combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles
 - The City and its Officers, Employees, and Agents are to be covered as additional insured
 - Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to the City
25. Organizations eligible to submit responses include governmental units, public agencies, business organizations, public or private not-for-profit corporations, faith-based organizations, community-based organizations, local educational agencies, or private-for-profit corporations organized in accordance with state and federal laws.
26. As additional funding and funding streams become available, the Network reserves the right to continue to fund the existing sub-contractor agencies, competitive procure other providers, or fund additional activities that are in the best interest of the Network and WIB.
27. Organizations awarded contracts will be responsible for:
- a. Providing comprehensive in-kind and unique services consistent with Youth Academy Project objectives, which result in long-term positive outcomes for youth participants;
 - b. Providing and training qualified staff to plan and administer the program;

- c. Providing necessary information to the Network/Youth Opportunity Center on all services provided, including notation of services through the Network's Internet-based case management system;
- d. Coordinating and tracking paperwork, and complying with deadline and reporting requirements;
- e. Coordinating with City staff on program activities, including attendance at scheduled meetings and training sessions;
- f. Assigning responsible staff to ensure that required Monthly Management Reports (MMR) and fiscal claims (invoices) are submitted, in their entirety and on time;
- g. Adhering to performance standard/outcome requirements;
- h. Implementing strategy for effective program evaluation and continuous improvement;
- i. Submitting a Cost Allocation Plan;
- j. Reconciling financial records annually.
- k. Submitting an approved Indirect Cost Rate Letter from a cognizant agency (if applicable to budget).

EVALUATION PROCESS/CRITERIA:

1. RFP Submission Review Process

- a. Submissions received by 4:00 p.m., Monday, March 17, 2008, will be reviewed based on criteria further explained below.¹
- b. Staff may conduct site visits or interviews with organization staff to determine the proposing organization's capabilities in providing proposed services.
- c. Based on the reviews and evaluations conducted, an RFP Review Team will make recommendations to the WIB's Youth Council, and subsequently to the Workforce Investment Board of the Pacific Gateway Workforce Investment Network.
- d. Preliminary recommendations of the Youth Council will be faxed or e-mailed to all respondents.
- e. An appeal to the process may be filed by mailing, faxing or e-mailing a written request to:

RFP #08-001 Review Team
Pacific Gateway Workforce Investment Network
3447 Atlantic Avenue
Long Beach, CA 90807
Or, Fax No: (562) 570-3657
Or, E-mail: sally_ghan@longbeach.gov

- f. The Workforce Investment Board of the Pacific Gateway Workforce Investment Network will make final decisions, and then forward to the LB City Council for approvals and issuance of contracts.
- A. The following criteria have been developed to rank proposals in support of funding sub-contractors to provide youth contract services:
- | | |
|--|----------------|
| ▪ Program Design | 70 Points |
| i. Overall Design | |
| ii. Service Delivery | |
| ▪ Organizational Qualifications/Expertise | 15 Points |
| ▪ Budget | 15 Points |
| ▪ Bonus Points | |
| i. Cash Match Toward Program | 5 Points (max) |

¹ The City and the Pacific Gateway Workforce Investment Network reserve the right to reject any or all proposals.

SUBMISSION INSTRUCTIONS:

The submitted Proposal must address all sections and individual questions below. To assist raters in evaluation, please number and re-state questions (in the same order) as they appear in this RFP document. Narrative responses may not total more than 20 pages. Required forms and attachments do not count toward the 20-page limit.

A. Program Design

Provide a detailed description of:

- 1) Target group(s) or at-risk characteristics (e.g. emancipating foster youth, etc); proposed number of new enrollments; and whether you are focusing on Region 1 or Region 2. Repeat the steps if proposal is targeting both Regions.
- 2) Planned coordination of outreach and recruitment efforts, and how that will ensure access to the targeted population.
- 3) Tools and techniques to completing assessments, creating and maintaining an Individual Service Strategy (ISS), providing ongoing case management, and establishing criteria for meeting specific WIA Youth Performance measures at time of enrollment
- 4) Proposed customer flow and program model, and include a timeline for proposed activities and services.
- 5) How you plan to deliver and make accessible all required services and program elements, and who will provide such services. Include narrative discussion of specific resources and leveraging through collaborative and strategic partnerships (description should align with letters of commitment, resource sharing and support attached to Proposal), and include discussion on availability of supportive services.
- 6) Plans to expose and train youth in high-growth/high-demand occupation(s) (specify the occupation(s) your program will focus on).
- 7) What and how assessment tool(s) will be used to pre-and post-test youth; determine their suitability, need and interest for training in targeted occupation(s)/industry(ies); and verify the attainment of skills/knowledge required to enter and become employed in such occupations.
- 8) Industry-recognized certificate(s) youth will earn by participating in your program, and how they relate to your targeted high-growth, high-wage industries.
- 9) How program will provide youth with the skills necessary to job search and how your organization plans to assist youth in job placement.
- 10) Plans and strategies to achieve outcomes related to WIA-performance measures, including retention of youth in planned services
- 11) When and where will services be delivered, including how organization will ensure a safe and friendly environment for youth.
- 12) A continuous improvement plan indicating how organization will evaluate program progress and participants success on monthly, quarterly and annual bases.

B. Organizational Qualifications/Expertise

Provide a detailed description of:

- 1) The organization's experience or potential ability to effectively serve the population through the described program model. Include discussion of past performance as related to WIA Youth performance measures, and in

managing discrete financial resources. Organizations with no experience in providing WIA services will want to explain the unique advantage or value associated with their proposal. If the proposal is a joint partnership among agencies, or if there are sub-contractors proposed, repeat the above questions for each entity. (Include as an attachment Agency Experience Verification Forms, as applicable)

- 2) Relationships with industry associations, employers, labor organizations, and apprenticeship programs, that create a strong tie to occupational skills training, job placement, and related skills.
- 3) History of and expert knowledge in serving the communities (Regions 1, 2, or both) proposed
- 4) A staffing plan for the project, including a list of funded positions, and qualifications of staff that currently/will fill those positions

C. Budget

Please provide a description of your organization's (lead applicant, if a joint proposal) ability to accept fiscal responsibility for all funds received, and to invoice and track expenditures. List and briefly explain all budgeted or in-kind/leveraged/match expenses. Budget information will be reviewed so as to determine that costs are reasonable and feasible for services proposed.

Complete Budget Form and include as an attachment. Also complete Budget Match Form, In-Kind Contributions section.

D. Bonus Points (Optional) – Cash Match

Complete Budget Match Form, Cash Match section. For the maximum 5 Points, cash match must total no less than 10% of the total funding request, and total listed on Form must be substantiated in Letters of Commitment/Support.

Cash Match is defined as a contribution of funds made available to the sub-contractor (lead agency to the project), to be used specifically for project activities. Examples include money received from employers, foundations, private entities or other organizations.

Alternately, In-Kind Match is a contribution of non-cash resources used specifically for project activities. Examples include donated or loaned personnel, services, use of equipment, or office space.

A complete proposal must include the following information/completed forms in the specified order:

- a. RFP Cover Sheet
- b. Program Design, Organizational Qualifications, and Budget Narratives
- c. Budget Form
- d. Budget Match Form
- e. Agency Experience Verification Form
- f. Letters of Commitment/Resource Leveraging
- g. Debarment Certification
- h. Drug-free Workplace Certification
- i. Lobbying Certification

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
RFP #08-001**

ATTACHMENTS

Attachment #

A	RFP Cover Sheet
B	Budget Form
C	Budget Match Form
D	WIA Youth Program Agency Experience Verification Form
E	Debarment Certifications
F	Drug Free Workplace Certifications
G	Lobbying Certification
H	Web Site Resources
I	Glossary of Youth Program Terms
J	Pacific Gateway Workforce Investment Network Map

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
RFP #08-001**

RFP COVER SHEET

(Organizations proposing both an In-School and Out-of-School Youth Academy Project must submit two separate proposals, including two separate cover sheets.)

Youth Academy Project Proposed: ☐ In-School ☐ Out-of-School

Legal Name of Organization: _____

Program Name: _____

Contact Person/Title: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail: _____ Federal Tax ID #: _____

Legal Status of Organization (Please Check One):

<input type="checkbox"/> Public Agency/Government	<input type="checkbox"/> Faith-Based Organization
<input type="checkbox"/> Private-for-Profit Corporation	<input type="checkbox"/> Educational Institution
<input type="checkbox"/> Non-Profit Corporation	<input type="checkbox"/> Other: _____

Years Organization has been in operation: _____

If Corporation, indicate State and year Organization was incorporated: _____

Does the Organization have a Board of Directors or Business Advisory Group?

☐ Yes ☐ No

If yes, how often do they meet and what is their role? Please attach a list of the names of the members, their address, and their phone numbers.

Funding Requested and Youth To Be Served:

Total Funds Requested: \$_____

Number of Younger Youth Participants to be Served (14-18): _____
Number of Older Youth Participants to be Served (19-21): _____
Total Number of Youth To Be Served: _____

Cost Per Participant: \$ _____
(Total Funds Requested / # of Youth To Be Served)

In what region(s) are you proposing to provide services?
[] Region 1: Long Beach/Signal Hill [] Region 2: Torrance/Lomita

What high-growth/high-demand occupation(s)/industry(ies) will you focus on exposing and training youth in? _____

What certificate(s) will youth earn by participating in your program? _____

Acknowledgment:

In compliance with the Request for Proposals, and subject to the conditions thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the organization named above.

Print Name of Authorized Representative/Title

Date

Signature of Authorized Representative

Date

PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
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BUDGET FORM

Organization Information:

Name: _____

Address: _____
Street City Zip Code

Telephone Number: _____

Fax Number: _____

Email Address: _____

Contact Person: _____

Federal ID: _____

Agreement Information:

Budget Period: _____ Contract No: _____

Effective Date: _____ Amendment No: _____

Funding Source: Workforce Investment Act Funds

Project Name: WIA Youth Academy Project

Fiscal Approval: _____ Date: _____

BUDGET INSTRUCTIONS

ORGANIZATION INFORMATION:	Enter your organization's name and address, etc.
AGREEMENT INFORMATION:	Will be completed when contract is executed
PROJECT BUDGET SUMMARY:	List all total costs incurred in the budget detail by account number for Program Costs
IN-DIRECT COSTS:	Indirect Cost Rate Agreements are only provided to agencies with multiple funding of which at least one is a federal funding source. Indirect Cost Rate Agreements are provided solely through a federal cognizant agency. If an agency has an approved indi
SALARIES AND WAGES:	List all program staff positions funded by this project
FRINGE BENEFITS:	Salary includes FICA and Medical, Workers' Comp, etc.
MATERIALS/SUPPLIES:	Any supplies and/or material needed to support both customers and staff on this project
OPERATING COSTS:	This can include rent, communications (phone, fax, etc.), insurance, equipment rental
PROGRAM - OTHER:	Any other expense not included in the above accounts such as travel, award ceremonies, stipends, youth incentives, (Must be listed separately)

PARTICIPANT RELATED COSTS

Performance Incentives	Providers may provide up to \$300 in incentives, per youth , for achieving performance outcomes as per Incentive Policy Matrix
Support Services	Any support service needed, not necessarily supplied (Example: special clothing for training purpose, shoes, uniforms, etc.)

IN-KIND FUNDS: In-kind services may be in the form of, but not limited to, staff services, donations, etc. It is also any activity of your program paid for by other funding sources than this grant, such as TANF, ADA, your organization, etc.

BUDGET DETAIL

IN-DIRECT

-	-	-	
Indirect Costs (Rate & Type)			Total
-			
		TOTAL	

SALARIES

Position Title/Activity	Hour Salary	No. of Months	% of Time	Total
			TOTAL	

FRINGE BENEFITS

Description	% Rate	Rate Applied to		Total
FICA/Medicare	7.65%			
			TOTAL	

MATERIALS & SUPPLIES

Description		Quantity/Price		Total
			TOTAL	

OPERATING COSTS

Description		Quantity/Price		Total
			TOTAL	

PROGRAM - OTHER

Description		Quantity/Price		Total

	TOTAL	
--	--------------	--

PARTICIPANT RELATED COSTS

INCENTIVES

Description		Quantity/Price		Total
Performance Incentives				
Program Incentives				
			TOTAL	

SUPPORT SERVICE

Description		Quantity/Price		Total
			TOTAL	

GRAND TOTAL	\$	
--------------------	-----------	--

IN-KIND FUNDS

Description		Quantity/Price		Total
			TOTAL	-

BUDGET INFORMATION

SECTION A - Budget Summary by Categories

Acct.No.	Budget Category	(A)	(B)	(C)
	Indirect Costs			
	Project Staff			
	Fringe Benefits			
	Materials and Supplies			
	Operating Costs			
	Program - Other			
PARTICIPANT RELATED COSTS				
	Incentives			
	Support Services			
Total Funds Requested:				

	Inkind Funds				
--	--------------	--	--	--	--

Note: Use column A to record funds requested for the initial period of performance (i.e., 12 months, 24 months, etc); Use Column B to request budget modification changes to your original budget, Column A, (i.e., requests for additional funds or line item changes); and use Column C to record the totals (A + B). If this is the initial budget request, there will be no modifications and Column A will equal column C.

PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
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BUDGET MATCH FORM

CONTRIBUTION CATEGORY	IN-KIND MATCHING FUNDS	SOURCE
Overhead Description:		
Training Services Description:		
Support Services Description:		
Equipment/Materials/Supplies Description:		
Other: Description:		
CASH MATCH Description:		
(Required for Bonus Points)		

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
RFP #08-001**

WIA YOUTH PROGRAM AGENCY EXPERIENCE VERIFICATION FORM

To be completed by WIA RFP Respondent/Agency

A. Applicant Lead Agency Name:	
B. Funding Source Name:	C. Contact Person and Telephone No.:
D. Contract Period:	E. Types of Funds:
F. Amount Received:	G. Amount Spent:
H. Contract Activities:	I. Years Working with this Funding Source

To be completed by WIA RFP Respondent's Funding Source

J.	Administrative Experience	YES	NO
1.	Has the agency shown the capability to successfully administer grant funds and meet contracted goals? (If "No," provide comments in section M)		
2.	Has the agency successfully resolved performance problems in a timely manner? (If "No," provide comments in section M)		
3.	Has the agency consistently submitted complete and accurate records and reports in a timely manner? (If "No," provide comments in section M)		
4.	Have there been any findings of irregularities regarding the agency, its officers, its Board of Directors? (If "Yes," provide comments in section M)		
5.	Has the agency had costs questioned by an audit or monitoring review? (If "Yes," provide comments in section M)		
6.	Does the agency have unresolved disallowed costs? (If "Yes," provide comments in section M)		

K.	Probation Sanction	YES	NO
1.	Has the Applicant/Lead Agency been placed on probation in any program it has administered through your funding source? (If "Yes," provide comments in section M)		
2.	Has the Applicant/Lead Agency been sanctioned or had program funds de-obligated in any program it has administered through your funding source? (If "Yes," provide comments in section M)		

List performance measures that have been utilized either by the funding source or in-house to measure the success of Respondent/Lead Agency's program.

L. Performance Measures (e.g. Entered Employment Rate)		Benchmark Performance Level (e.g. 60% after exit)	Agency Performance Level (Actual Agency Performance Level)

Comments (Attach additional pages if needed):

AUTHORIZATION OF VERIFICATION REPORT:

 Authorized Signature of Agency Verifying Report

 Date

 Name of Authorized Signatory Verifying Report

 Title

 Telephone Number

 Fax Number

 E-mail Address

WIA RFP RESPONDENT'S AUTHORIZATION TO RELEASE INFORMATION:

On behalf of my organization, I am authorizing the funding agency named in line B to release the information requested on this AGENCY EXPERIENCE VERIFICATION and any other information that will aid the Pacific Gateway Workforce Investment Network in evaluating our demonstrated ability in operating youth programs. All information so released will become part of a public document, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

Authorized Signature of Respondent/Agency

Date

Name of Authorized Signatory

Title

Telephone Number

Fax Number

E-mail Address

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
RFP #08-001**

DEBARMENT CERTIFICATIONS

**Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower
Tier Covered Transactions Certification**

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.210, Participants' responsibilities.

1. The prospective recipient of Federal assistance funds certifies, by submission of proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Authorized Representative

Title of Authorized Representative

Agency

Date

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
RFP# 08-001**

DRUG FREE WORKPLACE CERTIFICATION

The Long Beach City Attorney has mandated that all potential sub-contractorss complete the following Drug-Free Workplace Certification form:

LEGAL NAME OF AGENCY: _____

The agency named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named agency will:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - 1. The dangers of drub abuse in the workplace,
 - 2. The person's or agency's policy of maintaining a drug-free workplace,
 - 3. Any available counseling, rehabilitation, and employee assistance programs, and
 - 4. Penalties that may be imposed upon employees for drub abuse violations.
- C. Provide as required by Government Code Section 8355(c), that every employee who works for the proposed contract or grant:
 - 1. Will receive a copy of the agency's drug-free policy statement, and
 - 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the agency to the above described certification. I am full aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIALS NAME: _____

DATE EXECUTED:	EXECUTED IN COUNTY OF:
----------------	------------------------

SIGNATURE: _____

TITLE: _____

FEDERAL I.D. NUMBER: _____

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
RFP #08-001**

LOBBYING CERTIFICATION

FEDERAL CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE
AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. All sub-recipients of subcontracts, sub-grants, and contracts under grants, loans, cooperative agreements shall certify and disclose accordingly.

This certification is a material representation of fact, upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section, 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Signatory

Signature

Date

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

15. Continuation Sheet(s) SF-LLL-A attached:	Yes	No
<p>16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-grantee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all terms that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 check "sub-awardee," then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 3). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number of grants, cooperative agreements, loans and loan commitment.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 3 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFD-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detail description of the services that the lobbyist has performed, or will be expected to perform, and the date (s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
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WEBSITE RESOURCES

The following websites are provided as additional resources from which to obtain information from.

- Pacific Gateway Workforce Investment Network - www.pacificgatewayworkforce.com
- Workforce Investment Act – US Department of Labor - www.usworkforce.org
- USDOL Employment & Training Administration - www.doleta.gov
- California Employment Development Department - www.edd.ca.gov
- State Workforce Investment Board - www.calwia.org
- National Youth Employment Coalition -www.nyec.org
- National Youth Development Information Center - www.nydic.org
- Youth Council Institute - www.edd.ca.gov
- Forum for Youth Investment – www.forumforyouthinvestment.org
- Code of Federal Regulations - www.gpoaccess.gov/cfr/index.html
- Youth Employment Systems – Global Knowledge Resources, Effective Practices - www.yesweb.org/gkr/lessons.html
- Promising and Effective Practices Network – www.nyec.org/pepnet
- New Ways to Work – www.nww.org
- National Endowment for Financial Education’s High School Financial Planning Program – <http://hsfpp.nefe.org/home/>
- Junior Achievement of Southern California - www.jasocal.org
- National Collaborative on Workforce and Disability - www.ncwd-youth.info

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
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GLOSSARY OF YOUTH PROGRAM TERMS

ADMINISTRATIVE COST: The portion of the budget which is associated with the overall management and administration of the proposed program and which is not directly related to the provision of services to participants.

ADULT MENTORING (YOUTH): Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.

ALLOWABLE COST: Those costs, which are necessary, reasonable, allocable and allowable under applicable Federal, State and local law for the proper administration and performance of serves to customers.

BARRIERS TO EMPLOYMENT: Characteristics that hinder an individual's ability to participate in the labor market. An eligible youth is defined as an individual who: is age 14-21; is a low income individual; and is within one or more of the following categories:

- Deficient in basic literacy skills;
- School dropout;
- Homeless, runaway, or foster child;
- Pregnant or parenting;
- Offender; or
- Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment?

BASIC SKILLS: Those academic skills that include reading, writing and speaking English, and the skills involved in applications, computing and solving problems.

BASIC SKILLS DEFICIENT: Must include a determination that an individual:

- A. Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9; or
- B. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

BASIC SKILLS TRAINING: Training provided to enhance locally defined inadequacies in levels of basic literacy skills (as defined above) which would improve an individual's ability to function in the labor market and in society.

BELOW GRADE LEVEL: One or more levels or credits below that which is appropriate for the person's age. (Can be calculated from the highest grade completed and reading/math levels).

CAREER EXPLORATION: Activities which:

- A. assist youth to gain career awareness, make career decisions and plans; and understand market needs, trends, and opportunities;
- B. assist youth in making and implementing informed educational and occupational choices;

- C. aid youth to develop career options with attention to surmounting gender, race, ethnic, disability, language, or socioeconomic impediments to career options and encouraging careers in non-traditional employment; and
- D. orientation to skills and knowledge specific to career path and/or industry, or career related learning standards.

CITIZENSHIP TRAINING: Includes life skills training such as parenting, work behavior training, budgeting of resources, and an ethic of civic responsibility. Citizenship training is one aspect of the required youth program element broadly termed “Leadership Development Opportunities”.

CLASSROOM TRAINING: Academic and/or occupational training conducted in an institutional setting. Effective classroom training will provide linkages between academic and occupational learning.

COST REIMBURSEMENT CONTRACT: A contract format, which provides for the reimbursement of allowable costs, which have been identified and approved in the contract budget, and incurred in the operation of the program. Back-up documentation is required to justify payments made under this type of contract.

CERTIFICATE: High school diploma; General Educational Diploma (GED); or a certificate awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation.

DROPOUT (YOUTH): An individual no longer attending school who has not received a secondary school diploma or General Educational Diploma (GED) (note: a youth attending an alternative school is not a dropout for the purposes of this program).

ELIGIBLE or ELIGIBILITY: Refers to an individual's status in relation to his/her qualification to participate in a WIA funded program. The following are examples of eligibility criteria for various programs: residency, age, economic status, Selective Service registration, serious barriers to employment, plant closures, layoffs, long term unemployment, etc. Specific youth eligibility requirements are defined at 20 CFR, 664.2000.

ELIGIBLE YOUTH: Except as provided in subtitles C and D, the “eligible youth” means an individual who:

- A. is not less than age 14 and not more than age 21;
- B. is a low income individual; and
- C. is an individual who is one or more of the following:
 - (i) Deficient in basic literacy skills
 - (ii) A school dropout
 - (iii) Homeless, a runaway, or a foster child
 - (iv) Pregnant or a parent
 - (v) An Offender
 - (vi) An individual who requires additional assistance to complete an educational program, or secure and hold employment.

EMPLOYABILITY: A demonstrated level of knowledge, skills, abilities, work behaviors and attitudes necessary to become successful in the labor market.

ENROLLMENT: An eligible participant who has been referred for WIA services and for whom enrollment documents have been completed and submitted to the Program Support Unit.

EXITER: (point of exit for counting performance outcomes) A participant who has a termination date within the quarter and has not received any WIA service for 90 days, except follow-up, and there are no future services scheduled, then that participant has exited WIA for the purposes of performance measurement.

FOLLOW-UP SERVICES: All youth participants must receive some form of follow-up services for a minimum duration of 12 months after exiting the program. The types of services provided must be based on the needs of the individual. Follow-up services may include: leadership development; supportive services; regular contact with the youth's employer, including addressing work-related problems that arise; assistance with job development, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training.

HOMELESS: An individual who lacks a fixed, regular, and adequate nighttime residence; and an individual who has a primary residence that is one of the following:

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

INDIRECT COST RATE (MAXIMUM 10%): Indirect cost agreements are only provided to agencies with multiple funding of which at least one is a federal source. Indirect cost rate agreements are provided solely by a federal cognizant agency. Note: if an agency has an approved indirect cost rate below 10%, they may not exceed their indirect cost rate as approved by their cognizant agency.

INDIVIDUAL SERVICE PLAN (YOUTH): A written outline of employment and training goals needed for a youth to attain self-sufficiency by finding and maintaining employment. The Individual Service Plan establishes short-term and long-term goals around post-secondary education and/or career employment. An Individual Service Plan may include activities to prepare the participant for employment, services to remove barriers to employment, training and job search. Individual Service Plans must be regularly reviewed and updated as changes occur in employment goals, barriers, and program services or support services needs.

INDIVIDUAL WITH A DISABILITY: In general: an individual with any disability as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C.) Or documented through local school Individual Education Plan.

IN-KIND CONTRIBUTION: Contributions provided by a service provider from non-WIA sources to support a WIA training program. In-kind contributions must be itemized in the proposal and contract budgets and are subject to audit.

INTERNSHIP (YOUTH): A structured work experience involving specific occupational skills development goals in addition to learning goals; includes the expectation that the student, upon completion of the internship, will demonstrate skills necessary for entry-level employment in the occupational area of the internship.

INTAKE: Includes the screening and determination of an applicant for eligibility and: (1) a determination of whether the program can benefit the individual; (2) an identification of the employment and training activities and services which would be appropriate for that individual; (3) a determination of the availability of an appropriate employment and training activity; (4) a decision on selection for participation, and (5) the dissemination of information on the program.

JOB DEVELOPMENT: The planned and organized effort by service providers to encourage employers or business organizations to make jobs available for participants.

JOB PREPARATION: Job search skills training including, which provides the participant with the instruction to obtain part-time or full time employment. These skills may include resume writing, interviewing skills, telephone techniques, and job acquisition skills.

JOB SHADOW: Competency-based educational experiences that occur at a worksite but are tied to the classroom curriculum that coordinates and integrates school-based instruction with work site experiences.

LEAD AGENCY: The organization submitting the proposal requesting a direct contract with the WIB. The Lead Agency will be responsible for ensuring compliance with all terms and conditions of the contract, administration and fiscal management of the contract, and will be held accountable for program results. Lead agencies submitting proposals that incorporate a collaborative relationship with other entities in the provision of comprehensive and integrated youth services, must clearly identify the collaborating organization(s), the services they will provide, and the funding to support those services.

LEADERSHIP DEVELOPMENT: Leadership development opportunities are one of the ten required youth program elements. Leadership development may include: exposure to post-secondary educational opportunities; community and service learning project; peer centered activities, including peer mentoring and tutoring; organizational and teamwork training; decision-making and setting priorities; citizenship training, including life skills training such as parenting, work behavior training, budgeting of resources, employability (pre-employment skills); and positive social behaviors (soft skills), i.e., positive attitudinal development, self-esteem, cultural diversity, and work simulation activities (work maturity skills). Leadership skills might be viewed as those skills characteristic of productive workers and good citizens.

LIFE SKILLS (YOUTH): Activities and/or training that assist youth to develop marketable work habits. May include modules/training/curriculum instruction in personal finance and budgeting, parenting/pregnancy prevention, self-leadership (e.g. conflict resolution, public speaking, management), cultural history and diversity, nutrition/fitness, and health).

LIMITED ENGLISH SPEAKER: An individual whose native language is not English or who has an inability to communicate in English orally or in writing, resulting in a barrier to employment or training.

LIMITED INTERNSHIPS: A type of work experience conducted at the site of a private sector employer, which provides exposure to work and the requirements for successful job retention. Internships may be paid or unpaid but they are intended to result in unsubsidized employment. Internships are designed to improve skill competencies and assist youth in achieving employment success.

LINKAGE: Any mechanism that connects or ties services together.

LITERACY: The term “literacy” is an individual’s ability to read, write, and speak in English; compute, and solve problems at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

LOWER LIVING STANDARD INCOME LEVEL (LLSIL): Income level determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

LOW INCOME INDIVIDUAL: An individual who:

- A. receives, or is a member of a family that receives, cash payments under a Federal, State or income-based public assistance program;
- B. received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment

compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of –

- (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level, for an equivalent period;
- C. is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant the Food Stamp Act of 1997 (7 U.S.C. 2011et seq.);
- D. qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- E. is a foster child on behalf of whom State or local government payments are made; or
- F. in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

MENTORING: The process of matching an advisor with a participant in order to assist the participant in successfully completing training. The role of a mentor may also include assisting the participant in transitioning into employment with the ultimate aim of job satisfaction and retention. Adult mentoring for a minimum duration of 12 months, is one of the ten required youth program elements.

MONITORING: The process of observing and/or reviewing performance may include on-site observation, review of paperwork and files, interviews with staff or participants, telephone conversation, and formal evaluation of compliance elements.

OBJECTIVE ASSESSMENT (YOUTH): An assessment of the academic levels, skill levels, and service needs of each participant, which shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of the participant. A new assessment of a participant is not required if the provider determines it is appropriate to use a recent service strategy developed for the participant under another education or training program.

OFFENDER: An individual subject to any state of the criminal justice process who has a barrier to employment because of a record of arrest or conviction.

ON-THE-JOB TRAINING: Training by an employer in the private sector, that is provided to a participant that has been referred to, and hired by that employer. Training occurs while the participant is engaged in productive work that: provides knowledge and/or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the cost of providing training; and is limited in duration as appropriate to the occupation for which the participant is being trained.

ORIENTATION: Provides information about the types of services available, develops motivation and interest in the program, explains the application, selection and eligibility process, and assists applicants in preparing for the process.

OUTCOME: Documented effect or impact of a service or intervention on an individual. Outcomes are what the program efforts are designed to achieve. Proposed outcomes must be stated in terms of measurable indicators.

OUTREACH (RECRUITMENT): Activity involves the collection, publication, and dissemination of information on program services directed toward economically disadvantaged and other individuals eligible to receive WIA training and support services.

PLACEMENT: A client securing employment while participating in the WIA program, with wages equal to or greater than the state or federal minimum wage per hour, and be an unsubsidized position.

PARTICIPANT: An individual who has registered and has been determined eligible to participate in, and who is receiving services under a program authorized by WIA. Participation shall be deemed to commence on the first day, following eligibility, on which the participant begins receiving core, intensive training, or other services provided under WIA Title 1.

POTENTIAL DROPOUT (AT RISK OF DROPPING OUT): A youth who is experiencing a lack of academic success as evidenced by basic skills deficiency, by at least one school year in school credit as determined by school records, failing grades, or below GPA.

PREGNANT/PARENTING YOUTH: A youth who is under 22 years of age and is either pregnant or providing custodial care for one or more dependents that are under 18 years old.

PROFIT RATE (MAXIMUM 10%): An amount in excess of the cost necessary to operate a program. Profit is allowable to the extent it is reasonable as determined during contract negotiations. It includes that amount which is associated with proprietary materials included in the cost of the program. Profit may only be earned by private-for-profit organizations.

PROGRAM COMPLETION: Refers to the successful achievement of the pre-specified, overall training objective(s). The term may be used, as appropriate, to describe a sub-contractor's performance under a financial agreement or a participant's performance in a training activity. Completion of a training program will be included in the calculation of the appropriate performance measurement.

PROJECT-BASED LEARNING: Learning experiences which engage students in complex, real-world projects through which they develop and apply skills and knowledge, which take effort and persistence over time, result in the creation of something that matters to them and has an external audience. Employment and community partners provide students with ongoing coaching and expert advice on projects, particularly in regard to effective strategies and tools used in the workplace. Projects should be authentic, involve academic rigor, applied learning, active exploration, adult connection and assessment practices.

QUALIFIED STAFF: Individuals that have experience or education that qualifies the individual to conduct the training, or deliver the services contracted for.

REGISTRATION: (point of registration for counting performance measures) The process for collecting information to determine an individual's eligibility for services under WIA. All youth eligible for WIA services must be registered in order to receive those services. At the point of registration, participants are counted for performance measurement purposes.

RUNAWAY: A 14-17 year old individual who absents his or herself from the home or place of legal residence without the permission of his/her parents or legal guardian.

STIPENDS: Stipend payments may be used for youth participating in a variety of experiences. These payments may be based on attendance for youth participating in a work, education, and/or training experience.

STRUCTURED WORK EXPERIENCE: A competency-based educational experience that occurs at the work site but is tied to the classroom curriculum that coordinates and integrates school-based instruction with work site experiences.

SUBCONTRACT: Any compensated services performed by an individual or entity other than staff or the service provider; e.g., consultants, contracts for professional services, etc.

SUBSIDIZED WORK EXPERIENCE: A career-linked job at a public or private site in which the wages paid to an employee are financially supported by a private, state or local employment and training program.

SUPPORTIVE SERVICES: Service needed in order to assist the youth to be successful in achieving their goals. This may include transportation, childcare, work-related tools, and clothing. To the greatest extent possible program should address support service needs through leveraging of resources and partnerships with providers.

VOCATIONAL TRAINING: Provides customers with long or short-term training in a community college, university, vocational school or business environment to improve employability in the local labor market. The training can provide basic skills, upgrade current skills, develop new technical skills, improve language skills and prepare customers for employment in high growth occupations.

WORK-BASED LEARNING ACTIVITIES: Activities offered which are designed to enable youth to gain exposure to the working world, acquire personal attributes, industry defined skill standards, and knowledge needed to obtain a job and advancement in employment. Activities should be designed to master progressively higher levels. Can take place at private profit, non-profit or public sector. Can be paid or non-paid activities. (Note: applicable labor laws must be adhered to). Activities must be relevant to the career plan and include but are not limited to:

- Career Related Mentoring
- Community Service Learning
- Entrepreneurial Work Experience
- Internship
- Job Shadow
- Project-Based Learning
- Subsidized Work Experience and Structured Work Experience

WORK EXPERIENCE: Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid. The work place may be in the private, for-profit sector, the non-profit sector, or the public sector. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. These experiences should help youth to acquire the attributes, knowledge, and skills to obtain a job and advance in employment. One of the ten required youth program elements.

WORK READINESS: Completion of one or more workforce readiness skill activities appropriate to the service plan development for the participant, which could include:

- Career Related Assessment and Goal Setting
- Pre-Employment Training
- Work Experiences/Internships
- Job Shadows
- Career Explorations
- On-the-Job Training

SUGGESTED REFERENCES:

PERFORMANCE: TEGL 7-99

WORKFORCE INVESTMENT ACT (WIA)

WIA FEDERAL REGISTER: 20 CFR PART 652 et al.

PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
RFP #08-001

WORKFORCE INVESTMENT NETWORK MAP

